

Burrillville Extended Care (BEC)

Board of Directors

Minutes

September 8, 2009

Called to Order and Attendance/Review Agenda:

Meeting called to order-by Dr. David Van Dyke at 6:30 p.m.

Members Present-Dr. David VanDyke, Juliette Lopez-Recinos, Newt Stevens, and Christine Hammond.

Members Absent- N/A

Members Excused- N/A

Others Present: Parks & Recreation Director Cheri Hall, BEC Program Directors Kelly Cournoyer and Lisa Nault and Town Council Liaison Kevin Heitke, Esq.

Minutes of the June 1, 2009 regular meetings to be accepted:

Motion to accept by Juliette Lopez-Recinos. Second by Christine Hammond. Motion carried 4-0.

Welcome:

Dr. David VanDyke welcomed the Board of Directors.

Correspondence:

None

Good and Welfare:

The Director reported a need for two new computers to be placed at each site for check-in/check-out/payroll at a total cost of \$800 per Ed Pienkos of the Burrillville Technology Department. Town Manager approved the purchase.

Old Business:

1. Program Updates-

Program Directors reviewed summer program. They reported the program ran smooth and there were no issues. It was also reported that the fall staffing was in place and there was no need to advertise for more help.

2. Financials–

Updated financials were given from July 1, 2009 through September 8, 2009 with all payments up to date. Currently revenues are above expenses.

Auditors report was given for the July 1, 2008 to June 30, 2009. Revenues for that time frame exceeded the expenses by \$30,000.

No changes were made to the fees for the program. Kevin Heike did report the concern over the amount for the line item audit was more for the previous year because of the change over to munis. As a

result the budget request would remain the same as previous year and not increased.

3. Spring Lake Tables-

The issue of whether this item needs to be bid is being researched. The company (Lord) is listed with the state bid program and does business with the manufacturer of the tables we would be ordering from. With this in mind, question was raised if we could order directly from the manufacturer. Currently waiting for a decision from the finance department.

Parks & Recreation Director stated that this item would probably be tabled until spring.

4. Recreation Vehicle-

The Director reported that the item to purchase a new vehicle for the recreation department was tabled by the town manager due to the stipulation placed on the use of the vehicle. A request was made to the board to rescind the previous restrictions for use by the department only. After some discussion and the understanding that a vehicle is needed for the department, a motion was made by Newton Stevens to rescind the previous vote and motion made to purchase the vehicle utilizing the side funds as previously stated with the vehicle to be used for BEC, Spring Lake Beach, Recreation

Department and the Town of Burrillville when needed. Motion made by Newton Stevens and seconded by Juliette Lopez-Recinos. Motion carried 4-0.

New Business:

1. Parent & Employee Handbook review-

A packet was given to each member, including the summer program handbook, school program handbook and the staff manual were given out. Members will take the packet home to review and bring to the next meeting any revisions or suggestions for improvement to the handbooks, relative to drug testing in the workplace.

Town Council Liaison Kevin Heike, Esq., will look into important legal wording that needs to be considered when addressing drug testing in the parent or staff manuals.

Meeting adjourned: Motion to adjourn at 7:30 p.m. by Juliette Lopez-Recinos.

Seconded by Newton Stevens. Motion carried 4-0.

Next Meeting: Monday, December 7, 2009, 6:30 p.m., Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Recorded by

Carol L. Conway

Administrative Aide

Burrillville Parks & Recreation Department